

**FRESNO, CALIFORNIA  
CLASS SPECIFICATION**

**STREET MAINTENANCE SUPERVISOR**

**FLSA STATUS:**

Exempt

**CLASS SUMMARY:**

The Street Maintenance Supervisor is the fourth level in a four level Street Maintenance series. Incumbents are responsible for supervising semi-skilled and skilled technical and journey street maintenance staff, assisting with the most complex street maintenance activities, and participating in operational management activities.

Distinguishing characteristics within the class, based upon assignment are focused on a specialized area of responsibility which may be either street maintenance or forestry and may include project management responsibilities.

The Street Maintenance Supervisor is distinguished from the Street Maintenance Senior Heavy Equipment Operator by its first-line supervisory responsibilities.

**TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

**FRE-  
QUENCY**

- |    |   |              |
|----|---|--------------|
| 1. | Supervises staff to include prioritizing and assigning work; coaching; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.   | Daily<br>20% |
| 2. | Supervises the daily operation in assigned administrative support area, which includes; planning, coordinating, administering, and evaluating projects, processes, procedures, systems, and standards; developing and coordinating work plans, participating in the development of goals and objectives; and, ensuring compliance with applicable Federal, State, and Local laws, regulations, codes, and/or standards. | Daily<br>20% |
| 3. | Provides subject-matter-expert advice to applicable internal departments, contractors performing work for the City, and/or external agencies.   | Daily<br>10% |
| 4. | Receives, processes, and distributes work orders by prioritizing activities and coordinating projects with appropriate internal departments or divisions and/or public utility providers.   | Daily<br>10% |
| 5. | Prepares and maintains a variety of records, files, reports, work orders, and/or other related information related to operational activities for the division   | Daily<br>10% |
| 6. | Receives, investigates, and resolves complaints and/or inquiries from the public.   | Daily<br>5%  |

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<b>TYPICAL CLASS ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)		<b><u>FRE- QUENCY</u></b>
7.	Performs field inspections of in-progress and completed work to verify proper installations and to assist crews in performing street maintenance and/or forestry activities.	Daily 5%
8.	Estimates material, supply, equipment, and labor requirements for applicable projects.	Weekly 10%
9.	Participates in coordinating and monitoring division budget, including preparing cost estimates for budget recommendations and monitoring project expenditures.	Weekly 10%
10.	Supervises and participates in the maintenance of appropriate inventory levels, requisitioning supplies, equipment, and materials to ensure availability in support of efficient departmental operations.	Weekly 5%
11.	Participates in/on a variety of meetings, committees, and/or other related groups to receive and convey information.	Weekly 5%
12.	Performs other duties of a similar nature or level.	As Required

**Training and Experience** (positions in this class typically require):

- Bachelor's Degree in a related field and two years of related lead or supervisory experience or five years of related specialized experience, including two years of lead or supervisory experience is required;
- OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing Requirements** (positions in this class typically require):

Some positions, based on assignment, may require:

- Basic Class C License
- Commercial Class B License
- Commercial Class A License
- One or more licenses or certifications related to the specific technical discipline may be required, preferred, or desirable.

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#### **Knowledge** (position requirements at entry):

Knowledge of:

- Supervisory principles and practices;
- Budget administration principles and practices;
- Inventory management principles and practices;
- Street and/or forestry maintenance principles, practices and techniques;
- Applicable tools and equipment utilized in assigned area or responsibility;
- Project management principles and practices;
- Safe work practices and procedures.

#### **Skills** (position requirements at entry):

Skill in:

- Monitoring and evaluating the work of subordinate staff
- Prioritizing and assigning work; detail oriented and ability to multi-task
- Training employees in proper work methods
- Using computers and applicable software applications
- Reading and interpreting blueprints, schematics, and other technical drawings related to job duties
- Managing projects
- Developing and administering budgets
- Monitoring and participating in the preparation and maintenance of operational reports, logs and records
- Estimating time, materials, tools, and equipment requirements for jobs
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

#### **Physical Requirements:**

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking, balancing, climbing, crawling, crouching, pulling and pushing.

Very Heavy Work: Exerting up to 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical hazards, vibrations, fumes, odors, dusts, poor ventilation, adverse weather conditions, environmental hazards, gasses, chemicals, oils, work space restrictions, inadequate lighting, intense noises and travel.

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**Note:**

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

**Classification History:**

Draft prepared by Fox Lawson & Associates (LM)

Date: 11/2007

Reviewed by the City of Fresno

Date: 5/2008